

# COLUMBUS POLICE DEPARTMENT

## JOB DESCRIPTION

### **JOB TITLE:** Police Officer (All Ranks)

#### **Position Summary:**

- A Police Officer provides for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, preventing and detecting crimes and promoting good community/police relations.

#### **Role Qualifications:**

- Must establish positive police-community relations including children, persons with disabilities and diverse communities.
- Communicate effectively with outside agencies and personnel in order to provide for the public safety.

#### **Essential Position Responsibilities:**

- Enforce state laws, local ordinances and traffic laws
- Identify, pursue and arrest suspected violators of the law
- Receive and respond to emergency and non-emergency calls
- Respond to citizen-initiated calls for service and public complaints
- Conduct investigations
- Patrol city streets and areas of businesses to deter criminal activity
- Explain law and police procedures to citizens
- Identify, collect and preserve evidence and crime scene
- Mediate domestic disputes and make arrests when appropriate
- Provide appropriate assistance at motor vehicle crash scenes
- Observe, memorize and recall detail and records facts to prepare various reports and documents to complete investigations and other administrative tasks
- Present evidence and testimony in judicial settings or act as a witness in traffic and criminal cases
- Review facts of incidents to determine if a criminal act or statute violations were involved
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed
- Photograph or draw diagrams of crime or accident scenes and interview participants and eyewitnesses
- Other duties as assigned

## **Essential Skills and Experience:**

### **Job Requirements:**

- High School diploma or equivalent
- Be at least twenty-one years old but not more than thirty-five years old upon being sworn in.
- Must not have a felony conviction
- Must have a valid driver's license
- Must be a United States citizen
- Legally be able to carry a firearm in the State of Indiana

### **Job Skills:**

- Ability to multi-task various duties at one time
- Ability to react and respond quickly and calmly in emergency situations and pressurized situations
- Ability to drive a police vehicle safely in both emergency and non-emergency situations
- Physically control persons, including those resisting arrest, by using appropriate and necessary force. Must be in sufficient physical condition to perform duties as assigned
- Ability to use department approved firearms in a safe and appropriate manner required by department regulations
- Must maintain attendance, appearance and grooming standards per department guidelines
- Ability to communicate effectively both orally and in writing with staff and the public, to understand and follow standard operating procedures, to perform duties in a professional manner and appearance, to write and investigate required reports, to make independent and good judgment decisions within proper policy and procedures

### **Physical Demands and Work Environment:**

- While performing the duties of this job, the employee may be required to carry or drag the weight of an average human being
- An officer must be able to quickly exit a police vehicle and initiate a foot pursuit which may include running at a sprinting rate of speed in extreme weather conditions or physically hazardous locations, climbing, ascending or descending stairs, pulling, jumping, crawling, or using physical force to gain entry through barriers such as doors, windows, storm doors, etc., to make arrests
- Physical abilities also must include being able to work extended or irregular hours as dictated by some emergency incidents

- An officer is required to have the ability to move from a stage of rest to heavy exertion in a moment's notice
- An officer must be able to drive a vehicle, sit, and/or stand for extended periods of time
- The position of police officer includes the ability to work outdoors and in inclement weather
- An officer must be able to load, unload, aim and fire firearms from a variety of positions and various levels of light or darkness and in various types of weather for training, self-defense, or the protection of others in accordance with established procedures. These weapons include, but are not limited to, semi-automatic handguns, semi-automatic rifles, and 12 gauge shotguns
- Complete the Columbus Police Department Physical Ability Examination in accordance with policy
- An officer must comply with the City's no-smoking policy which prohibits the use of tobacco products within City offices, facilities and/or vehicles.

**General sign-off:** The employee is expected to adhere to all departmental and City policies. I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acceptance by Columbus Police Department Captain's Board:

Date: \_\_\_\_\_

\_\_\_\_\_  
Jason Maddix, Chief

Attest:

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Matthew Todd Harry, Deputy Chief

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Sandy LaBarbera, Chief's Secretary

\_\_\_\_\_  
Michael Richardson, Uniform Captain

\_\_\_\_\_  
Jonathan L. Rohde, Administrative Captain

Acceptance by Columbus Board of Public Works and Safety:

Date: \_\_\_\_\_

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Kristen S. Brown, Mayor

Attest:

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Jayne Farber, Member

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Luann Welmer, Clerk-Treasurer

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Susan Fye, Member